

OPEN RECORDS REQUEST
CITY OF CEDARTOWN, GEORGIA

Pursuant to the open records law, I would like to inspect and copy or obtain copies of the following City of Cedartown records:

(In order to reduce administrative and copying charges, please provide a detailed description of the records that you are requesting.)

Please check one:

☐ I would like to review the documents and receive the copies within three business days of this request if the records are available; however, I understand that if the records cannot be produced within three business days, a timetable for their release will be provided to me.

☐ I do not need the documents within three business days, but would like to review the documents and receive the copies by _____.

I understand that, pursuant to O.C.G.A. 50-18-71, I agree to pay any administrative costs incurred in fulfilling my request to the extent permitted by Georgia law. The charge for copies is generally \$.10 per page unless otherwise provided by law for letter or legal size documents. For odd-size printed documents, the actual cost of producing the documents will be charged. The fee represents the hourly rate of the lowest paid full-time employee with the necessary skill and training to respond to my request, with no charge for the first fifteen minutes that it takes to respond to the request.

Requestor

Date

(Printed Name and Address)

(Phone)

(Email)

Copies: _____ Pages @ \$.10 page = \$ _____: _____ Pages @ \$1.00 per Computer
Generated page; Personnel Research _____ Hours @ \$ _____ Per Hour
Total Cost \$ _____ Receipt# _____